

September 9, 1936.

UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
North Central Division  
Washington, D. C.

To: CHAIRMEN OF STATE AGRICULTURAL CONSERVATION COMMITTEES

Subject: Preparation of Annual Budgets for Agricultural Conservation Associations and Payment of Expenses Incurred after September 1, 1936.

As provided for by Section 10 of Part II of NCR-Bulletin No. 1, revised, as amended, deductions shall be made for administrative expenses. Such deductions will be made for expenses incurred after June 30, 1936. In order that payment of expenses incurred during July and August would be made without any undue delay, it was necessary to make temporary provision for such payments. Since the procedure for making payments for administrative expenses has been approved by the General Accounting Office, beginning with expenses incurred in September, 1936, and expenses incurred thereafter, such matters will be handled in accordance with the procedure outlined therefor. This procedure will make it possible for the treasurer of the association to receive a check near the end of the month for the month in which such expenses were incurred, thus facilitating monthly payment of expenses. Complete instructions will be made available to all State and County offices as soon as possible. Pending the receipt of this procedure, it is the purpose of this memorandum to indicate such steps which, if immediately followed, will tend to eliminate any unnecessary delay after the regular procedure is received.

A. ANNUAL BUDGET

I. State Agricultural Conservation Committees should instruct boards of directors of all county agricultural conservation associations to meet and adopt annual budgets to cover all association expenses beginning with July 1, 1936, and covering the completion of the 1936 Agricultural Conservation Program. Whenever practicable, field men or district agents should attend board meetings and supervise the preparation of budgets. The amounts shown on the budget forms used as summaries of July and August accounts should be included in the annual budgets.

Instructions for preparation of the July expense account, NCR Misc. 2-36, issued August 6, 1936, as supplemented by the following should be followed in the preparation of annual budgets: Form No. ACP-19 will be used. This form is identical with Form No. 1027 changed in accordance with NCR Misc. 2-36. In completing Form ACP-19, enter the name of the association, county and State in the first two lines, and the words, "North Central", following the word "To" in line 3. For the period covered, enter, "July 1, 1936, to completion of 1936 Program."

An order has been placed for printing Budget Form ACP-19 and a supply of these forms will be sent to all State Offices as soon as they are available. Budgets should be adopted without waiting for the printed forms. A supply should be mimeographed in the State Office and sent to County Associations for immediate use. After budget forms have been completed by the board of directors and approved by the State Committee, one copy should be retained in the county association files, one copy in the files of the State Committee and three copies forwarded to the North Central Division.



II. COMPENSATION: Under a recent ruling of the Comptroller General, no compensation may be paid by the County Agricultural Conservation Association to any County Agricultural Agent or other employee of the Extension Service who is being paid in whole or in part from Federal Funds. Maximum rates of compensation are as follows:

Secretary: Rate of payment not to exceed \$5.00 per day.

Treasurer: Rate of payment not to exceed \$4.50 per day except that in counties where neither the secretary nor the principal clerk receives over \$4.50 per day, the treasurer may be paid at the rate of \$5.00 per day.

County Committee: Rate not to exceed \$4.50 per day.

Community Committee: Rate not to exceed \$4.50 per day.

County Performance Supervisor: Rate not to exceed \$4.50 per day.

Farm Reporters: Rate not to exceed \$4.50 per day.

Assistant to Farm Reporter: Rate not to exceed \$3.00 per day.

Office Assistants: Rate not to exceed \$4.50 per day except that a principal clerk may be paid \$5.00 per day if he has charge of the office for the county committee and neither the secretary nor the treasurer is paid over \$4.50 per day.

When completing Form ACP-19, enter in column 2 under "Estimated Days" the estimated number of days required under each classification of services from July 1, 1936, until the 1936 program is completed. Enter in column 3 the rate per day and in column 4 the total amount for each classification for the period covered by the budget. If there is a range in the salary rate paid to office assistants, show the highest and the lowest salaries in the rate column, for example: "\$2.00 to \$4.00".

III. EQUIPMENT: Enter in Form ACP-19 the names of the principal pieces of equipment, the amount for each and indicate clearly whether it covers purchase or rental.

A majority of county offices will have a number of pieces of equipment which were purchased by county corn-hog control associations and turned over to the county agricultural conservation association when corn-hog associations were dissolved. It is suggested that State Committees instruct each association to submit to the State Office a complete inventory of equipment turned over to them by the corn-hog control association. Such inventory should show:

1. Type of equipment
2. Marks of identification such as:
  - a. Manufacturer's name;
  - b. Material;
  - c. Serial Number.
3. Approximate date of purchase by corn-hog control association and a statement showing whether it was new or second-hand at that time.
4. Present condition.



It is expected that whenever any equipment purchased by a wheat association is no longer necessary for the operation of such association, it will be made available for the use of the county agricultural conservation association.

Approval of the association budget for the 1936 Program will constitute approval of the purchase of equipment listed in such budget as described in our memorandum of July 2 entitled, "Deductions for County Administrative Expenses from Grants after June 30, 1936." It may be desired to require county associations to secure informal competitive bids on purchases involving \$50.00 or more.

Unless a piece of equipment is needed for a sufficient length of time to justify its purchase it should be rented rather than purchased. Individuals and organizations should not be permitted to purchase items of equipment for rental to the association. If an office assistant or other individual already owns a typewriter or other piece of equipment which is in as good condition and will be as serviceable as equipment rented elsewhere, it may be rented to the association when approved by the State Committee.

IV. TRAVEL: County committeemen may be allowed mileage at the rate of three cents per mile. With the approval of the State Committee, members of the board of directors may be allowed mileage at the same rate only for trips to attend official meetings of the board of directors. Mileage may be paid at the rate of three cents per mile to the county performance supervisor. No payment for mileage shall be made to the secretary, the treasurer or any other official or employee of the association except those heretofore indicated. If an association pays mileage, the amount provided for county committeemen, members of the board of directors, and the county performance supervisor should be listed separately under "Items Not Provided For Above."

V. RESERVE: A reserve of not to exceed 20% of the amount of the total budget may be included for unforeseen expenditures.

It is felt that instructions relating to the date of holding the meeting and the execution of forms by the president, secretary and State Chairman or his Alternate are not necessary. The meeting of the board of directors for the adoption of the budget should be held at the same time that the Estimate of Expenses for September is prepared. It is not necessary that the budget be transmitted to the Regional director for approval before preparation of the September estimate.

#### B. SUBMISSION OF CLAIMS FOR SEPTEMBER AND SUCCEEDING MONTHS

1. Beginning with September 1, 1936, a new method of payment and accounting for funds for association expenses recently prescribed by the General Accounting Office, will be put into effect. This procedure is expected to expedite payment of association expenses. It will at the same time necessitate the establishment in every county office of a complete and accurate system of handling association funds and accounts.

It is planned that as soon as the system has become established, the county committee will prepare on the 20th of each month and submit on Form ACP-7, Estimate of Administrative Expenses, an estimate of the cost of administering the association during the coming month. At the same time there will be prepared in



the county office Voucher Form ACP-8 covering the expenses listed on Form ACP-7. Forms ACP-7 and ACP-8 will be transmitted to the State Office and if approved, will be transmitted to the North Central Division where they will be examined and if approved, two copies of each form as approved will be returned to the State Office, which will send one copy of each form to the association secretary. A check covering the approved voucher will be mailed to the association's bonded treasurer at the county office. It is the purpose of the Agricultural Adjustment Administration to have such checks reach the county office just as soon as possible after the last day of the month, during which expenses covered by such check were incurred. The treasurer will deposit the check and distribute the proceeds in accordance with a Statement of Administrative Expenses, Form ACP-9 and Continuation Sheet, Form ACP-10, which will have been prepared by the county committee at the close of the month in accordance with the approved Estimate, Form ACP-7. The treasurer will use the approved Form ACP-7 returned from Washington and Form ACP-9 and will be responsible for distributing funds only in accordance with Form ACP-9. He will secure receipts on Forms ACP-11 and ACP-12.

Completed and certified Forms ACP-9, ACP-10, ACP-11, and ACP-12 for the month for which expenses have been paid will then be transmitted to the Regional Director through the State Office with the Estimate Form ACP-7 and Voucher ACP-8 for the coming month.

There is attached one copy each of Forms ACP-7 and ACP-8. Since Forms ACP-9-10-11 and 12 will not be required immediately, copies of such forms will be forwarded at a later date with detailed instructions as to their use and preparation.

Printed copies of Forms ACP-7 and ACP-8 and related forms will be available at an early date. If desired, a supply of Forms ACP-7 and ACP-8 (omitting the certification and spaces for signatures, if the size of the paper requires) may be mimeographed in the State Office and transmitted to the counties immediately in order that the September estimate may be prepared by the board of directors at the same meeting at which the annual budget is adopted. Mimeographed forms should not be transmitted to Washington as the printed forms are required for payment. As soon as the printed forms are received in the county office, data should be transferred to them and they should be prepared and transmitted in accordance with the following instructions.

II. PREPARATION AND TRANSMITTAL OF FORMS ACP-7 and ACP-8: An original AND six copies of Form ACP-7 and Form ACP-8 should be prepared by the secretary of the association. The original of each of these forms should be signed by the president and the secretary and the copies initialed. Care must be taken that all seven copies are identical in every respect. The original and five copies of these forms should be mailed to the State Office for approval by the State Chairman or his alternate. One set of carbons should be retained by the State Office and the original and four carbons mailed to the North Central Division.

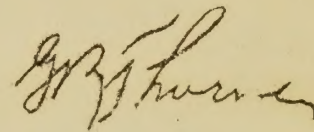
Form ACP-7 follows very closely the annual budget form and is self-explanatory. Form ACP-8 is the covering voucher and will require very careful preparation. The following will assist in filling out these forms correctly for the month of September.



- A. D. O. Voucher No. \_\_\_\_\_: Leave blank.
- B. No. \_\_\_\_\_. Enter the figure "1" for September (October will be 2 etc), under which show the State and County Code
- C. U. S. \_\_\_\_\_. Leave blank.
- D. Appropriation: \_\_\_\_\_ Leave blank.
- E. Payee \_\_\_\_\_. Enter treasurer's name, followed by the word, "Treasurer".
- F. Address \_\_\_\_\_. All checks will be mailed in care of the county office. The treasurer's address must, therefore, be shown as: "Office of \_\_\_\_\_ County Agricultural Conservation Association, followed by the building or street address, if any, and by the name of the city and State.
- G. In the body of the voucher, the items numbered (1) to (7) should be filled in as follows:
- (1) (a) (b) and (c) enter in each blank "0.00"
  - (2) enter "0.00"
  - (3) enter "0.00"
  - (4) enter "0.00"
  - (5) enter "0.00"
  - (6) Enter the total amount of ACP-7
  - (7) Enter the same figure as shown in (6)

When Forms ACP-7 and ACP-8 have been completed they should be signed by the President and Secretary and transmitted in accordance with instructions outlined above. The chairman of the State Agricultural Conservation Committee or his alternate should sign the original of Form ACP-8 in the space for signature of the "State Executive Officer" and indicate approval of Form ACP-7 and mimeographed copies of ACP-8 initialling such form at the bottom of the page.

As heretofore indicated complete instructions for distributing funds for September expenses and accounting therefore will be forwarded to all counties and States in advance of checks covering September estimates of expenses.



G. B. Thorne,  
Director,  
North Central Division.

1. The first of the following is the name of the person who is the author of the work.

2. The second of the following is the name of the person who is the publisher of the work.

3. The third of the following is the name of the person who is the printer of the work.

4. The fourth of the following is the name of the person who is the distributor of the work.

5. The fifth of the following is the name of the person who is the agent of the work.

6. The sixth of the following is the name of the person who is the owner of the work.

7. The seventh of the following is the name of the person who is the holder of the work.

8. The eighth of the following is the name of the person who is the possessor of the work.

9. The ninth of the following is the name of the person who is the user of the work.

10. The tenth of the following is the name of the person who is the beneficiary of the work.

11. The eleventh of the following is the name of the person who is the donor of the work.

12. The twelfth of the following is the name of the person who is the donee of the work.

13. The thirteenth of the following is the name of the person who is the assignor of the work.

14. The fourteenth of the following is the name of the person who is the assignee of the work.